



State of New Jersey

Governor's Office Internship Program

Department of Community Affairs Government Internship Initiative

Fall Semester 2024

Objective of the Department of Community Affairs Government Internship Initiative:

- To encourage talented, and motivated college students at accredited colleges or universities with a major course of study in accounting, business administration, finance, economics, pre-law, urban planning, urban policy, community development, disaster recovery or an equivalent curriculum to consider careers in State, County, and Municipal government by:
 - Providing the student with insight into the practical aspects of various governmental units' operations through observing and participating in day-to-day activities.
 - Learning and participating in governmental management activities to assist in determining if the profession or occupation selected is compatible with the student's personal goals.
 - Making academic work more meaningful for the student through observing the practical application of principles and the exchanging of information with practitioners.
 - Introducing the student to the rewards of working in the public sector to improve the quality of life for the residents of the community.

Benefits of the Internship:

- The internship program will begin to provide governmental units throughout the State with a potential talent pool from which to hire upon graduation.
- The student is thoroughly exposed to established employer practices while they are still at a formative level to improve their social and professional skills in a "real world" setting.

Length of the Internship

The length of the internship can vary depending on a student's position and their institution's academic calendar. **The fall internship program anticipates that students will participate in the internship beginning mid-September until the end of November.**

Compensation

Although the internship's primary objective is to provide the student with practical education and experience, students participating in the internship program will receive the following compensation:

Undergraduate Students	\$15.00 per hour*
Graduate Students	\$18.00 per hour*

(* We are currently in the process of obtaining approval to increase the hourly rates to \$20.00 and \$23.00 per hour respectively)

While it is understood that the student will have responsibilities inside and outside the classroom fulfilling other academic obligations, as well as balancing other commitments, the student will be expected to dedicate **a minimum of twelve (12) hours a week on average** to the internship program during the school semester.

Assignments

While the internship schedule may deviate depending upon the student's schedule and the schedule of the host Division within the Department of Community Affairs, it is anticipated that the student will be scheduled as follows:

- **Assignments will be within the Department of Community Affairs, 101 South Broad Street, Trenton** - After an In-House Orientation Program, the student will be observing and participating where possible with the Department's statutory oversight and regulatory review of local governments. The assignments may include, but are not limited to, the review of applications to the Local Finance Board, the petitions filed with the Government Records Council, the monitoring of funds granted by the Urban Enterprise Zone Authority, the Division of Local Government Services, and the Department of Disaster Recovery, data collection and consolidation on affordable housing and redevelopment initiatives, and/or reviewing findings, recommendations, and responses monitored by the Office of the Auditor.

Academic Credit

College internships may grant credit toward a degree completion and the granting of credit depends on the student's academic institution. The Division of Local Government Services will make every attempt possible to adhere to the requirements of the academic institution so that the student will receive academic credit, when applicable, but participation in the internship does not guarantee the student credit from their academic institution. **It is the student's responsibility to request and obtain credit from their academic institution, if applicable.**

Selection Eligibility

Preference will be given to students who are in their Junior or Senior Year of study, but Freshmen and Sophomores may apply. In addition, preference will be given to students who indicate that they are open to a career in government who are accounting, business administration, finance, economics, pre-law, urban planning, urban policy major but other equivalent majors will be considered on a case-by-case basis.

Selection Process

Students may apply to the State of New Jersey Department of Community Affairs

- **Candidates will submit a cover letter describing why they are interested in a career in government, along with a current resume, and references to Douglas Petix (douglas.petix@dca.nj.gov) at the Division of Local Government Services by September 15, 2024. Extensions may be granted if requested by the academic institution because of the institution's internship program requirements, if applicable.**
- Candidates will be evaluated or screened based on the information submitted and may be asked to participate in a short virtual interview via Teams.
- We reserve the right to interview and select successful candidates as applications are received.

Responsibilities of the Student

The student selected for the internship, as a condition of participation, is required to adhere to the following:

- The student is expected to comply with all pertinent university rules and regulations and all policies, rules, and regulations of the Department of Community Affairs.
- **Submit bi-weekly timesheets detailing their time worked along with assignment reports to the Department of Community Affairs' Intern Coordinator.** If the student is requesting academic credit, the assignment reports will be prepared in conformity with the academic institution's requirements.
- If requested, prepare a short presentation at the completion of the internship which includes:
 - A summary of the assignments they completed during the internship program, and whether the internship satisfactorily met their expectations and utilized aspects of their academic background.
- Observe regular attendance and punctuality on the job.
- Be cooperative and conduct oneself in a professional and responsible manner.
- Dress appropriately for an office environment (business casual).
- **Adhere to a Code of Confidentiality with respect to financial and other information to which they may be exposed.**
- Maintain a positive and cooperative attitude toward the work assignments.
- **Assume responsibility for travel to and from their assignment including parking expenses, when applicable. It is required that the student will have access to a vehicle or public transportation to the Department of Community Affairs Office in Trenton.**